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|  | **FLINT HILL FIRE DEPARTMENT**  GENERAL POLICY |

**Policy Number:** 100.01

**Policy Title:** Department Organization

**Adopted:** 02/12/2024

**Rescinds:** 06/07/2022

**Approved By: (Chief)**

1. **PURPOSE:**

This policy defines how the Flint Hill Fire Department is organized.

1. **DISCUSSION:**

The Flint Hill Fire Department (FHFD) is a combination fire department with full time paid, part time paid, and volunteer members. This policy describes the organizational and reporting relationships of the FHFD. These are graphically presented in attachment (100.01 ORGANIZATIONAL CHART). Detailed position descriptions are found in the 120 group of policies of this manual.

1. **POLICY:**

**Boards**

1. The Flint Hill Volunteer Fire Department Board of Directors (Volunteer Board) is responsible for managing the volunteer assets of the FHFD. See POLICY 101.02 VOLUNTEER BOARD OF DIRECTORS for details.
2. The Flint Hill Fire District Tax Board (Tax Board) is responsible for managing the paid employees and tax district funding of the FHFD. See POLICY 101.01 FIRE DISTRICT BOARD for details.
3. The boards work together for the betterment of the FHFD and the protection of the citizens of the fire district.
4. Board members are not emergency response personnel. They are volunteer members represented by yellow boxes in the organization chart.

**Officer Positions**

1. The Fire Chief, Deputy Chief of Operations, and Deputy Chief of Administration function as the senior management of the FHFD. The chief officers manage the department under the direction of the two oversight boards. They are full-time paid positions.
2. The Battalion Chief and Captain positions function as the middle management of the FHFD. They manage the day-to-day operations of the department. They are full-time paid positions.
3. Officers are emergency response personnel. They are all full-time paid positions represented by green boxes in the organization chart.

**Staff Positions**

1. The Engineer and Firefighter II are full-time paid positions.
2. The Support Driver/Operator is a part-time paid position.
3. The Firefighter I-EMT and Firefighter I are either part- or full-time paid positions.
4. Staff positions are emergency response personnel. They are represented by green boxes in the organization chart.

**Administrative Positions**

1. Administrative personnel assist with the business operations of the FHFD. Examples of duties include purchasing, supply stocking, data entry, and answering telephones.
2. Administrative personnel may be paid (part- or full-time) or volunteer members.
3. Administrative personnel are not emergency response personnel. They are represented by yellow boxes in the organization chart.

**Relief Positions**

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1. Responders must always have qualified supervisors and apparatus driver/operators on duty. To meet this need FHFD has a system to provide qualified personnel when supervisory or apparatus driver/operator positions are not staffed by the normally assigned shift personnel using relief positions.
2. Relief positions are roles, not stand-alone positions. They are filled by full-time shift personnel working toward promotion, who have met some of the requirements for a higher position.
3. Relief positions are represented by gray boxes in the organization chart.

**Appointed Positions**

1. Other positions are appointed by the Fire Chief as necessary. Examples include Chaplain, Health & Safety Officer, Training Officer, and EMS Director.
2. Appointed positions are not stand-alone positions. They are assumed by members who already have a primary position (e.g., Firefighter II, Captain, etc.) within the department.
3. Members remain in appointed positions until they resign or are replaced by the Fire Chief.
4. Appointed positions are represented by blue boxes in the organization chart.

**Reporting Relationships**

1. The formal FHFD organizational reporting relationships are presented in Attachment 100.01 ORGANIZATIONAL CHART as vertical lines. These lines represent supervisor/subordinate relationships (i.e., direct reports). A supervisor is responsible for the performance review of their direct reports (see the appropriate 230 series policy for details on the various types of performance reviews).

**Chain of Command**

1. FHFD follows the NIMS/ICS command structure on emergency scenes and whenever the Incident Command System (ICS) is implemented (e.g., a major public event).
2. The green boxes in the organizational chart represent the chain of command used by FHFD when the ICS is implemented. A dashed line indicates a chain-of-command reporting relationship but not a direct reporting relationship.
3. See SOG 402.01 INCIDENT COMMAND for details on how FHFD implements the ICS.